Airport Security Manager

FLSA:	Standard/Exempt	**EEO Category:**	(20) Professionals
Class Code:	10451	**Salary Grade:**	XK6
Approved:	March 31, 2006	**Last Revised:**	January 30, 2008

Purpose:

Under general direction, provide management of the public safety and security functions at Austin-Bergstrom International Airport. This position maintains the security integrity of the airport and ensures compliance with the Transportation Security Administration (TSA) directives and Airport Security Program requirements.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Evaluates and ensures the effectiveness of the airport security program by observing airport security activities, reviewing and evaluating practice, policy, procedure, and responses for periodic tabletop or field exercises.
2. Addresses security compliance, procedures, and planning with airport personnel to include City of Austin and Austin-Bergstrom International Airport personnel, contractors, etc.
3. Identifies potential security concerns, collecting and analyzing data on trends and patterns, reviewing security and inspection reports, and formulating alternatives to address trends and concerns.
4. Notifies TSA of security conditions and changes, review challenges to enforcement actions by conducting review board meetings, address violations ban ensuring penalties are carried out
5. Manages division's budget by monitoring security contracts, reviewing, scheduling and authorizing expenditures, preparing budgets and forecasts, recommending Capital Improvement Projects related to security, and analyzing variances.
6. Keeps abreast of existing and new legislation and ensures compliance to federal, state, and local requirements to include anticipation of future legislation and advising airport management on needed action(s),
7. Visits the terminal and surrounding airport property to develop and review processes for the monitoring of security compliance and programs.
8. Balances security requirements and customer service needs by resolving problems and disagreements involving diverse interests of airport, TSA, tenants, and the general public

Responsibilities - Supervisor and/or Leadership Exercised:

- Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of supervisory and managerial techniques and principles.
- Knowledge of emergency communications equipment and its operations.
- Knowledge of the operations of an emergency telecommunications center.
- Knowledge of fiscal planning and budget preparation.
- Knowledge of Federal, State, Local laws, and ordinances.
- Knowledge of city practice, policy, and procedure.
- Skill in handling conflict and uncertain situations.
- Skill in collecting, analyzing, and interpreting applicable data.
- Skill in oral and written communication.
- Skill in handling multiple tasks and prioritizing.
- Skill in using computers and related software applications.
- Skill in planning and organizing.
- Ability to work with frequent interruptions/changes in priorities.
- Ability to quickly recognize and analyze irregular events.
- Ability to train others.
- Ability to establish and maintain effective communication and working relationships with personnel, city, county, and state personnel, and the public.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with major coursework in Management, Airway Science, Criminal Justice, Law Enforcement, Public Administration, Business Administration, or in a field related to the job, plus seven (7) years experience in airport operations, airport security or administering provisions of 49 Code of Federal Regulations (CFR) Part 1500 at a medium or large hub airport, two of which were in a supervisory capacity.
- Experience may substitute for education up to four (4) years.

Licenses and Certifications Required:

- Federally mandated security clearances.
- Valid Texas Class C Drivers License